

Employer Instructions for Initiating BEAS State Registry Check

Once an Employer initiates a BEAS State Registry Check through DocuSign, the form will continue through the process as outlined below:

- The form will automatically be delivered to the Employee email address that is entered in Step 2.
- The employee will complete the Employee Information section of the form.
- The form will automatically be emailed to the NH BEAS State Registry.
- NH BEAS State Registry will complete the form.
- The completed form will automatically be delivered to the Employer and Employee email addresses that are provided in Step 2.

Employers wishing to initiate a New Hampshire BEAS State Registry Check:

1. Select the link to initiate the BEAS Registry Check Consent Form: [BEAS Registry check.](#)
2. Complete the PowerForm Signer Information

The image shows a screenshot of a web form titled "PowerForm Signer Information". The form contains instructions and input fields for both the Employer and the Prospective Employee. Green arrows point from external labels to specific fields in the form.

PowerForm Signer Information
Please complete this information to start a BEAS State Registry Consent Form.

Both the employer and prospective employee will need to complete their section of the form. The form will be sent via email to the individuals entered here.

If the prospective employee is less than 18 years old, enter their parent or legal representative.

Please enter your name and email to begin the signing process.

Employer

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Prospective Employee

Name:
Full Name

Email:
Email Address

BEGIN SIGNING

Annotations:
- "Employer Name" points to the "Full Name" field under "Your Name".
- "Employer Email" points to the "Email Address" field under "Your Email".
- "Prospective Employee Name" points to the "Full Name" field under "Name".
- "Prospective Employee Email" points to the "Email Address" field under "Email".
- "Select Begin Signing" points to the "BEGIN SIGNING" button at the bottom.

3. Accept the Electronic Record and Signature Disclosure and select Continue

Please Review & Act on These Documents

BEAS State Registry

Please provide information and sign where indicated.

Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures.

CONTINUE FINISH LATER OTHER ACTIONS

concerning me to:
Employer/Agency: _____
Employer Contact: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____
Email: deasea.m.touler@bhs.nh.gov

Employee Information

Last name: _____ First name: _____ Middle Initial: _____
Mailing address: _____ City/State/Zip: _____
Telephone: _____ Gender: Female Male
Email: _____

4. Complete the Employer Information Section and Select Finish.

Please review the documents below.

FINISH FINISH LATER OTHER ACTIONS

START

DocuSign Envelope ID: 2B0F945-75A6-4C89-B88E-CF2E450EEB1

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**BEAS STATE REGISTRY CONSENT FORM
(RSA 161-F:49')**

Employer Information

I hereby authorize the release of any adult abuse, neglect, and/or exploitation record that you may find concerning me to:

Employer/Agency: _____
Employer Contact: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____
Email: deasea.m.touler@bhs.nh.gov

Employee Information

Last name: _____ First name: _____ Middle Initial: _____
Mailing address: _____ City/State/Zip: _____
Telephone: _____ Gender: Female Male
Email: _____

Also known by the following names (Maiden Name, etc.):
Last Name: _____ First Name: _____ Middle Initial: _____
Last Name: _____ First Name: _____ Middle Initial: _____
Date of Birth: Month ____ Day ____ Year ____ Last 4 Digits of Social Security #: _____
Position: _____ Select one: Applying Current Position
 Employee Consultant Volunteer Vendor Other _____

I understand that the information disclosed and provided by BEAS, under this State Registry Consent Form, is intended for use by the above-named employer in conjunction with my employment/volunteering.

You will have the option to download and save a copy or print.

Save a Copy of Your Document

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Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD **PRINT** **CLOSE**

You have successfully initiated the NH BEAS State Registry check and no further Employer action is required.